



Southern District of Ohio
U.S. District Court <http://www.ohsd.uscourts.gov/>
Probation <http://www.ohsp.uscourts.gov/>
Pretrial Services <http://www.ohspt.uscourts.gov/>

June 2, 2014

Vacancy Announcement Number - 14-17/HRMGR

Human Resources Manager

Duty Station - Cincinnati Courthouse – 100 East Fifth Street – one vacancy

Salary: CL 28-29 (\$57,716 - \$111,597)

Appointment at CL 28 has future promotion potential to CL 29 without further advertisement.

Closing date for receipt of application packets: Monday, June 16, 2014

The Human Resources Manager performs professional, managerial and administrative work, and provides technical support for human resources programs and activities in accordance with approved procedures, policies and internal controls. This position supervises the Human Resources Specialist and two (2) Human Resources Assistants. This position is located in Cincinnati in a Shared Services Human Resources Office providing support to the District Court, Clerk's Office, Probation Office and Pretrial Services Office. The incumbent directly reports to the Chief Deputy Clerk. Regular travel is required to the Columbus and Dayton Offices.

ABOUT THE SOUTHERN DISTRICT OF OHIO

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The Human Resources Shared Services Team serves more than 250 individuals including twenty-four Judges, Chambers Staff, and the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Manage, develop, and mentor human resources staff, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the Shared Services Human Resources Office. Perform thorough quality checks and approve the efficiency and effectiveness of the work of the office. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Establish work procedures, conduct staff meetings, provide information, and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure supervisors and employees receive process and procedural systems training, including training on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Manage the Shared Services Human Resources Office. Develop, implement, and administer fair and effective policies, procedures, practices, and standards. Provide advice and recommendations to Managers, Court Unit Executives, and Judges that are well-supported and consistent with the Shared Services Human Resources Office goals.
- Provide guidance to managers and supervisors on how to address issues related to performance management, attendance, and policy violations. Provide employee relations and human resources counseling to employees. Ensure the development and monitoring of performance improvement plans and disciplinary actions are in compliance with court unit policy and practice. Oversee and monitor grievance and adverse action processes and procedures to ensure they are handled expeditiously and according to policy. Create and maintain fair employment practices and policies for the District. Ensure timely completion of annual fair employment practices information.
- Manage the judiciary benefits programs, ensuring all information is current, communicated timely, and employee inquiries are handled accurately and promptly. Manage workers' compensation, telework, recognition awards, and other human resources related programs according to applicable local, Administrative Office, and federal policies.

- Develop, manage, and administer a recruitment program which produces a broad pool of qualified candidates and incumbents, enabling the court unit to meet its staffing goals and needs. Remain current on new recruitment sources, strategies, and initiatives and recommend program enhancements as appropriate. Determine and recommend potential salary offers which are in compliance with Judiciary policies and guidelines, and negotiate and present job offers, as authorized. Identify program and policy areas needing improvement and recommend and implement viable solutions. Provide well-researched recommendations for alternative organizational structures to meet unit needs.
- Develop and administer fair and comprehensive performance management programs. Make program recommendations to managers, Court Unit Executives, and Judges as necessary to achieve unit performance standards and goals. Provide advice and assistance throughout the performance management process, as needed.
- Administer human resources management information systems (HRMIS) including e-Performance and Leave Tracking and ensure personnel action processing and records maintenance are accomplished according to policy and meet established deadlines. Ensure electronic actions submitted through HRMIS are accurate, comply with judiciary and local unit policies/procedures, and appropriate action approvals are documented prior to submission.
- Analyze data and produce clear and reliable reports. Interpret human resources data and identify ways in which that data may affect unit goals and objectives.
- Communicate clearly and effectively, both orally and in writing, to explain complex human resources and/or training concepts to individuals and groups with varying experience and backgrounds. Interact effectively with both internal staff and the public, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and court staff.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts. Demonstrate sound ethics and good judgment at all times.

REQUIRED QUALIFICATIONS: To be considered for this position at:

- CL 28, specialized experience (see below), including at least one year of work experience equivalent to the CL-27.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive. The ability to maintain confidentiality is essential.

SPECIALIZED EXPERIENCE: Progressively responsible administrative, technical, professional and supervisory experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, (c) knowledge of basic concepts, principles, theories, practices of human resources administration and management and the ability to understand the managerial policies applicable to the court units. The successful candidate has experience in most of the following software applications currently utilized by the Court: Microsoft Office (Word & Excel), Adobe Acrobat, and Internet Explorer/Mozilla Firefox. Experience with Oracle or PeopleSoft is a plus.

PREFERRED QUALIFICATIONS: In addition to the required qualifications, the following qualifications are highly preferred: a Master's Degree and/or Bachelor's Degree from an accredited four year college or university, successfully completing a course of study in Human Resources Management, Business or related field; and PHR, SPHR or GPHR Certification.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance (optional)
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program (optional)
20 Days Paid Vacation (after three years)	Short-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Disability Plan (optional)
13 Days Paid Sick Leave	Credit Union Participation (optional)

Medical, Dental, Vision Coverage
Life Insurance (optional)
Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)
Participation in Federal Employees Retirement System (FERS-FRAE)
Health, Dependent & Commuter Reimbursement Programs (optional)

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number, 14-17/HRMGR on the cover letter and in the subject line of the email) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website) and a resume in PDF format to:

Richard Nagel
Chief Deputy Clerk/HR Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

Please ensure the AO78 (Application for Judicial Branch Federal Employment form) attached in your email has populated before sending to the districtcourt_vacancy@ohsd.uscourts.gov mailbox.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.